

DO NOT
SEND
CASH

**Board of Educational Examiners
Use Only**

INSTRUCTIONS:

1. Attach official/original college/university transcript(s) showing all degrees held and date conferred.
NO GRADE REPORTS OR COPIES ACCEPTED.
2. A complete application must include the completed application, official transcripts, fee, copy of Iowa Department of Public Health license, and fingerprint cards.
3. Enclose an \$85 nonrefundable licensure fee and remit check or money order made payable to the **Board of Educational Examiners, Licensure, Grimes State Office Building, Des Moines, IA 50319-0146.**
4. Complete the fingerprint packet information. Enclose the \$52 fee. (*You may combine the \$85 and \$52 fees and send a single check/money order for \$137.*)
5. Please allow 6 to 8 weeks to process.

Applicant's Folder #	Social Security #	Date of Birth Month Day Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Home Phone () _____	Work Phone () _____	Email Address _____ —	

Degree(s) held and date conferred:

Bachelor's _____ Institution _____ Master's _____ Institution _____
 Month Day Year Month Day Year

For any "Yes" response, attach a written explanation on 8 1/2" x 11" paper. Be sure to include the date of the violation. DO NOT explain on this application form. *If you have reported a "Yes" response on a previous application, check "PR" (previously reported) instead of "Yes" on this application, if no further conviction(s) has occurred.

- a. Yes _____ No _____ PR _____ Have you ever been convicted of a felony?
- b. Yes _____ No _____ PR _____ Have you ever been convicted of a crime other than parking or speeding violations?
(NOTE: Include all deferred judgments.)
- c. Yes _____ No _____ Do you currently have any criminal charges pending against you?
- d. Yes _____ No _____ PR _____ Have you ever had a founded report of child abuse made against you?
- e. Yes _____ No _____ PR _____ Have you ever had an educational or professional license revoked or suspended?
- f. Yes _____ No _____ PR _____ Are you a United States citizen? If you answered "No," check if you are:
_____ a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
_____ an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year. If so, please provide appropriate documentation.
_____ a foreign national not physically present in the United States.
_____ other – Please provide a detailed explanation on a separate 8 ½ x 11 sheet of paper.

Statement of Permission and Fraud:

I hereby give permission for the Board of Educational Examiners to conduct both an Iowa criminal history record check with the Division of Criminal Investigation and a national check through the Federal Bureau of Investigation. Any information maintained by the DCI or FBI may be released as allowed by law.

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

Signature of Applicant

Date

Section II (To be completed by employer) Request for issuance of a Statement of Professional Recognition

The _____ area education agency or school district requests that

(Name of Applicant)

be issued a Statement of Professional Recognition to serve as

(LIST SPECIFIC POSITION)

Signature of AEA or School District Administrator

Date